

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION  
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT  
THIS IS NOT AN OFFICIAL EXAMINATION**

**HEALTH PROGRAM ANALYST II**

The Countywide Housing, Employment and Education Resource Development (CHEERD) Division has an opening for a Health Program Analyst II to provide highly specialized administrative support to the Mental Health Clinical Program Manager III.

**ESSENTIAL DUTIES:**

- Primary CHEERD division liaison to Financial Services Bureau (FSB), and responsible for attending and representing the Division at quarterly budget analyst meetings, assisting with the development, preparation, and submission of the Division's Budget to FSB and preparing funding shift and encumbrance requests for submission to FSB, .
- Develop, submit and track Service Request Forms for contractual and budgetary actions to FSB.
- Review and authorize Special Requests for processing by Administrative Services Bureau.
- Assist with the development of Board Letters.
- Assist with administration and implementation of SB 82 Mobile Triage Team program as needed including liaising with other Bureau analysts.
- Partner with Projects for Assistance in Transition from Homelessness (PATH) analyst to prepare and submit PATH Renewal Application to State DHCS.
- Develop budgets for PATH-funded directly-operated and contracting agencies for submission and approval by State Department of Health Care Services.
- Primary CHEERD division liaison to Human Resources Bureau. This includes working with CHEERD managers regarding all hiring processes, including preparation of Personnel Action Requests and development of duty statements and bulletins.
- Produce fiscal and/or program data analysis reports using MS Word and/or Excel.
- Generate and analyze monthly encumbrance reports utilizing eCAPS to monitor CHEERD program under- and over-expenditures.
- Participate in development of solicitations and submission of grant applications for new services.
- Provide program and fiscal monitoring for legal entity agreements, which includes: analyzing quarterly Negotiation Packages; processing Cash Flow Loan Requests; reviewing and approving manual invoices; monitoring utilization of funds and units of service; conducting Provider File Adjustment Request; attending monthly Contract Liaison Network meetings.

**DESIRABLE QUALIFICATIONS:**

- Excellent written and verbal communication skills.
- Extensive knowledge of Word and Excel software.
- Strong organizational skills and attention to detail.
- Flexibility and the willingness to alter planned work flow as needed.
- Ability to multi-task throughout the day and to work with interruptions.
- Knowledge of DMH administrative processes.
- Experience with:
  - program development, implementation, monitoring and evaluation;
  - responding to grant applications;
  - contract monitoring;
  - budget monitoring; and
  - data analysis.

Interested individuals currently holding the title of the Health Program Analyst II are encouraged to email their resume, last two (2) Performance Evaluations and last two (2) years of master time records to Yvette Fierro, at [yfierro@dmh.lacounty.gov](mailto:yfierro@dmh.lacounty.gov).

**AN EQUAL OPPORTUNITY EMPLOYER**